

*Department of Military Affairs and Public Safety*  
**State Fire Commission**

## **Mission**

The mission of the State Fire Commission is to improve the quality of life of the citizens of West Virginia through leadership, development, and administration of fire safety programs that reduce loss of life and property through education, inspections, investigations, certification and licensure, building plan review, and enforcement of fire safety laws.

## **Operations**

### ***State Fire Commission***

- Establish policy and provide overall direction to the agency.
- Act as liaison between the agency, the Legislature, and the Governor.

### ***Fire, Arson, and Explosives***

- Investigate and suppress the incidence of arson and arson-related crimes.
- Establish, participate, and cooperate in multijurisdictional task forces in order to apprehend and prosecute those persons who have committed the crime of arson and other violent crimes.
- Enforce all laws and rules regarding the storage, sale, and use of explosives.
- Enforce the state fire code.
- Investigate incidents that involve a fatality as a result of a fire or explosive incident.
- Respond to and mitigate incidents involving ordnance demolition and explosives.
- Respond to requests for assistance from fire departments.
- Provide in-service and advanced specialized training to fire departments and police departments.
- Operate two explosive response units manned by six bomb technicians.

### ***Fire/Life Safety Inspection***

- Conduct annual inspections of educational, detention, health care, and certain licensed occupancies.
- Issue building occupancy permits.
- Administer and monitor electrician examinations.
- Conduct on-site inspections of new fire departments.
- Enforce illegal burning laws—forest fire season.
- Conduct preliminary fire scene investigations.
- Respond to requests for assistance from fire departments.
- Enforce the provisions of the state fire code.
- Inspect and enforce fireworks laws, rules, and regulations.
- Check electricians for license and issue citations.
- Respond to incidents involving hazardous materials.
- Provide training and instruction to fire departments, health care providers, and educational personnel.
- Conduct fire department evaluations of various fire departments.
- Investigate complaints of fire code violations.

### ***Plans Review***

- Review plans and specifications for compliance with the state fire code and other national standards.
- Provide assistance to the public to ensure that new structures and renovations are constructed to the standards of the fire codes and in the most cost-effective manner possible.
- Assist architects, contractors, fire department personnel, and inspectors to ensure that the design of a respective building is in compliance with the code and that any changes are completed on paper before construction starts.
- Provide letters of certification on carpet and floor coverings for flammability standards.
- Assist the Inspection Section in the completion of various on-site inspections of buildings under construction.

### ***Public Education Division***

- Design, adopt, and implement fire and life safety programs that aim to reduce the incidence of death, disability, and property damage in West Virginia via injury prevention education.

## *State Fire Commission*

- Identify and meet training needs for sworn personnel.
- Standardize agency curricula (used by fire marshals who provide instruction to fire, emergency service, and law enforcement personnel).
- Provide media representation for the agency (live and taped interviews, press releases, etc.).
- Provide instruction in public fire education to fire service members at state and regional fire schools.
- Educate the general public in fire/life safety through attendance and participation in health and safety fairs/seminars.
- Provide public speaking for civic organizations.
- Provide in-service training in fire safety, injury prevention, emergency planning/bomb threat management, for school, healthcare, and other workplace employees.
- Serve as committee and advisory board member in health/safety advocacy organizations.
- Coordinate loan and distribution of educational materials to fire departments, safety groups, schools, and the general public.
- Responsible for the Governor's Helpline for Safer Schools (24 hours a day/7 days a week).
- Responsible for operation of the West Virginia Arson Hotline (24 hours a day/7 days a week).
- Collect fire data from fire departments, and maintain the West Virginia Fire Incident Reporting System in cooperation with the National Fire Information Council.
- Provide training to fire departments in computer-based incident reporting.
- Responsible for enforcement of mandatory incident reporting requirements for all fire departments as indicated by West Virginia Code and West Virginia State Fire Code.

### ***Regulatory and Licensing***

- Administer tests and issue licenses to electricians.
- Provide support to the fire departments with regard to organization and operations concerns.
- Maintain database and issue emergency vehicle permits for all fire apparatus and the personal vehicles of fire department members.
- Test and issue licenses to pyrotechnists, and issue fireworks display permits.
- Review all applications for new fire departments, and conduct on-site inspections for approval by the State Fire Commission.
- Issue permits to store, sell, or use explosives.
- Conduct field regulatory check on programs administered.

### ***State Fire Marshal***

- Implement the policies established by the Legislature, the Governor, the department secretary, and the State Fire Commission.
- Provide direction, guidance, control, and support to the respective operational sections.
- Provide support services in the area of budgeting, payroll, personnel, purchasing, accounting, and other needs as identified for the efficient and effective operation of the agency.

## **Goals/Objectives**

- Obtain and maintain necessary and reasonable resources to effectively and efficiently carry out the mission of the agency.
- Direct and redirect elements of the agency to meet the needs of the citizenry as related to a fire safe environment.
- Monitor fire loss statistics and, subsequently, direct available resources to the problem area.
- Maintain high technical skill levels of personnel.
- Provide up-to-date, annual quality inspections of health care, educational, detention, and other licensed occupancies.
- Handle complaints and requests for assistance in a timely manner from citizens, fire departments, and other related entities.
- Test, license, and review electricians' licenses on a routine and periodic time schedule.
- Inspect and enforce fireworks displays.

## *State Fire Commission*

- Conduct thorough, professional, and timely reviews of all building plans and specifications submitted to the fire marshal's office.
- Investigate suspicious fires and those that involve fatalities and the subsequent prosecution of those suspected of a crime.
- Process and issue, in a timely manner, permits to store, sell, or use explosives.
- Reduce the number of preventable, unintentional injuries and deaths, as well as property loss in West Virginia, through education of the general public and fire/emergency service personnel.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2002</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>
Inspections, plan reviews, and consultations	5,179	5,657	5,000	6,344	6,500	7,000
Fire investigation requests	N/A	N/A	N/A	1,084	1,200	1,300
Tests, licenses, and permits issued	15,959	18,069	17,000	16,476	17,000	18,000
Fire department programs, reports, and evaluations	12,000	7,296	9,000	9,000	10,000	10,000
Special activities						
Flood/building evaluations	1,420	41	750	750	349	500
Bomb squad responses	96	54	100	63	75	100
Hotline calls ("Safe Schools", arson, OES)	1,484	6,395	2,500	4,693	5,000	5,500

*State Fire Commission*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2004	ACTUALS FY 2004	BUDGETED FY 2005	REQUESTED FY 2006	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
State Fire Commission	45.00	\$2,248,198	\$3,584,722	\$3,549,722	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>45.00</b>	<b>2,248,198</b>	<b>3,584,722</b>	<b>3,549,722</b>	<b>3,369,062</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		24.00	6.50	6.50	6.50
Total Personal Services		640,454	125,600	125,600	125,600
Employee Benefits		258,662	64,500	64,500	64,500
Other Expenses		365,662	9,900	9,900	9,900
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>1,264,778</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		18.00	38.50	38.50	38.50
Total Personal Services		522,720	1,918,000	1,922,000	1,922,000
Employee Benefits		187,430	672,000	672,000	672,000
Other Expenses		273,270	694,722	690,722	510,062
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>983,420</b>	<b>3,284,722</b>	<b>3,284,722</b>	<b>3,104,062</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	100,000	65,000	65,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>100,000</b>	<b>65,000</b>	<b>65,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>42.00</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,248,198</b>	<b>\$3,584,722</b>	<b>\$3,549,722</b>	<b>\$3,369,062</b>